

MINNESOTA DISTRICT COURT 7 TH JUDICIAL DISTRICT			
SENIOR COURT CLERK			
OFFICE & LOCATION	CLASS	HOURS OF WORK	TYPE OF RECRUITMENT
Stearns County Court Administrator St. Cloud, MN	Senior Court Clerk Nonexempt Grade 5 Union-Teamsters	Full-time 40 hrs/wk M-F 8-4:30	Internal-promotional or transfer opportunity for current employees

DESCRIPTION: This position performs advanced court clerical work in a district court of the Minnesota State Court System. Work includes processing a variety of advanced clerical functions in multiple divisions. This includes filing of documents; processing of court files from initiation through disposition; receipting court fines and fees; scheduling hearings. Also provide assistance to customers in person and over the telephone.

RESPONSIBILITIES:

1. Provide assistance to general public regarding case status and procedures. Assist customers in completing forms and provides copies of court documents.
2. Performs the full scope of varied court clerical work involved in case processing on MNCIS.
3. Determines proper routing of complaints, petitions, and other filings; notifies parties.
4. Assists with preparing court calendar and court files for the next day's hearings.
5. Enters on computer system required permanent record information such as case events, bail information, case activity, dispositions, and sentencing.
6. Performs courtroom clerking duties and administrative support to the judge in the courtroom.

QUALIFICATIONS:

- Graduation from high school or vocational school and experience as a court clerk or in the legal field.
- Candidates must pass a criminal background check in order to be eligible for employment.

DESIRED ADDITIONAL QUALIFICATIONS:

- Knowledge of the automated court information system.
- Skill in the operation of a personal computer and other standard office equipment.
- Knowledge of court procedures and policies, legal documents, legal terminology, laws and legal functions pertaining to the court.

SALARY RANGE: \$15.85 - \$23.80/hour (Fiscal Year 2009 full range); full State of Minnesota benefit package.

APPLICATION DEADLINE: July 7, 2008

TO APPLY: To request an employment application form, please call (320) 656-6555, or download from www.mncourts.gov. Submit a completed application form, cover letter and resume to the address below:

Seventh Judicial District
Attn: Senior Court Clerk-Stearns County
PO Box 1836
St. Cloud MN 56302
EOE

Position #01017665